Employer-General Information

Table of Contents – Employer-General Information

Field EG-1: Employer Name

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **The actual name of the employer. (Example: Burger King)**

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-2: Company

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **The parent company of the employer. (example: King Corporation)**

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-3: Address

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **Employers main street address.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-4: Office/SuiteN

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **The office and suite number where the company is located at the street address.**

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-5: City

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **The city the company is located in.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-6: State

Submission Date: **NA**

Data Entry:

Code/Format: **Drop Down Box:**
                                        MN
                                        WI
                                        IL
                                        IN
                                        OH
                                        ONT
                                        MI

Definition: **The state where the company is located.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name :

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-7: Zip Code

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **The zip code of the company.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-8: Phone

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **The company's main telephone number.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-9: Fax

Submission Date: NA

Data Entry:

Code/Format:

Definition: The company's main fax number.

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-10: Website

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **The company's home page. Is not a hyperlink.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-11: Status

Submission Date: NA

Data Entry:

Code/Format:

Definition: **v - Activated**
                             Blank – Inactive
                             Default – Blank

Definition: **v - 1.) Has a job available for student placement. B**

                             **2.) Employer is in partnership with school, or
                             regularly hires students on a regular basis or
                             provides job shadowing, w.e., advisory.**

                             **Blank – Inactive in system. Or active, but not
                             currently hiring.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-12: Initial Contact Date

Submission Date:　　　　　　**NA**

Data Entry:

Code/Format:

Definition:　　　　　　**First date the company was contacted.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field:　　None

Field EG-13: Last Contact Date

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **Most recent date company was contacted.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-14: Agency (Deleted)

Submission Date: **NA**

Data Entry:

Code/Format:

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-15: Job Developer

Submission Date: NA

Data Entry:

Code/Format:

Definition: 1.) Last person who contacted the company.

2.) Placement personnel working with that company.

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-16: Company SIC

Submission Date: **NA**

Data Entry:

Code/Format:

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-17: Keywords

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **Keywords that describe areas of employment.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-18: Insurance Carrier

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **The name of the insurance provider for the company.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-19: Policy Number

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **Policy number of the insurance policy.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-20: Policy Type

Submission Date: **NA**

Data Entry:

Code/Format:

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type :

Comparable MEIS-SRSD field: None

Field EG-21: Company Contact

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **The company person that should be contacted
                                     concerning job type.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-22: Dept

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **The office or division of the company that the contact person represents.**

Common Entry Errors:

Programming Edits:

Report name in which this field can be found/or is used:

Table name in which this field can be found:

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

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Field EG-23: Job Type

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **The type of job that the contact person holds.
                          (Examples: Computer tech, clerical, graphics)**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-24: Phone

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **The telephone number of the contact person.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-25: E-mail Address

Submission Date: **NA**

Data Entry:

Code/Format:

Definition: **The email address of the contact person.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-26: Job ID

Submission Date: **NA**

Data Entry:

Code/Format: **View only**

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-27: Status

Submission Date: **NA**

Data Entry:

Code/Format: **View only.**

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

Field EG-28: Job Title

Submission Date: **NA**

Data Entry:

Code/Format: **View Only**

Definition:

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None

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Field EG-29: Comments

Submission Date: NA

Data Entry:

Code/Format:

Definition: **Any comments that are relevant to the employer.**

Common Entry Errors:

Programming Edits:

**Report name in which this
field can be found/or is used:**

**Table name in which this
field can be found:**

Table Field Name:

Field Length:

Field Type:

Comparable MEIS-SRSD field: None